



The BVHA Design Awards **2021** Entry Form

10 Design Award Entry Errors to Avoid

Submitting your hospital to the Design Awards **2021** competition is a long, laborious project so try to avoid these common mistakes.

Unfortunately, some entries stand for all the wrong reasons whether it's the architectural and design information, the floor plan, or the photographs.

Careless completion of the entry forms can eliminate some otherwise good entrants. The judges need well-organized, professional entries to gain a sense of each hospital and its individual qualifications. Here are the top 10 mistakes on the entry forms and tips for avoiding them.

1. Poor photography

Photographs are one of the most important features of your entry notebook. The judges cannot visit each hospital, so your photos must serve as a virtual tour through your facility. Follow the guidelines in the entry form, which contains the proper format for organizing your photos.

Do think about hiring a professional photographer. You may know your hospital, but a photographer knows how to set up the right angles and lighting to present your facility in the best possible manner. It costs a little extra, but hiring a photographer is the first step you can take to increase your chances at winning an award.

2. Dark photographs

Lighting is one of the most important aspects of photography. If the judges have to squint to view the features of your storage room, they're not getting the full picture.

3. Unclear photo labels

It may be clear to you what each photo contains, but an outsider might not recognize the difference between a cat consultation room and a dog consultation room. Make sure photograph labels match floor plan labels so judges get a sense of where each room is located when viewing your photos.

4. Too many photos

Sometimes less is more. Judges appreciate a thorough entry, but don't go overboard. One or two shots of each room is usually sufficient.

5. Incomplete room detail

When showing off your consultation rooms, the judges need more in a photo than an exam table in front of an empty wall. Be sure to include your cabinets and client seating. Make sure the flooring is visible. Flaunt the custom art hanging on the wall and feel free to include team members and clients in photos to give judges an idea of how your clinic operates.

6. Not all areas shown

Remember to refer to the entry form to determine what photos you should include in your entry. A wide-angle panoramic shot of your facility's exterior is one of the most important aspects of your entry. Include a photo of the staff lounge area too.

7. Unlabelled floor plan

This is a major error as your hospital's floor plan is one of the first things judges evaluate. Not including floor plan labels makes it nearly impossible for them to assess your facility accurately and fairly. Each version of your floor plan (traffic flow, HVAC, etc.) should include labels.

8. Illegible floor plan

Floor plan labels may be easy to read on your computer screen, but are they still legible on standard-sized paper? Think about submitting the floor plans in A1 or A2 format. Always review your floor plan and make sure each label is clear and accurate before submitting your entry.

9. Unfinished hospital features

To enter the Design Award **2021** competition, your hospital must have been completed between June 2019 and June 2021. So don't feel rushed to enter as soon as you move in to your facility. Allow your landscaping to flourish before taking exterior photographs. Finish any lingering design projects and hang art on the walls. Stock your pharmacy with the medications and supplies you use on a daily basis. Give yourself plenty of time to enter and put your best foot forward.

10. Missing documents

Your entry is not complete without a signed entry form, as well as signed license agreements from your architect and your photographer. Review your entry form and make sure you have completed all required documents before submitting.